



# THIRD PARTY INSPECTIONS EMPLOYEE DATA SHEET

Division of Zoning & Development Services  
Fauquier County Department of Community Development  
29 Ashby Street, Suite 310, Warrenton, Virginia 20186

Building Phone: 540-422-8230  
Facsimile: 540-422-8231

Pursuant to the Fauquier County Third Party Policy, a complete record shall be maintained of all training provided to each inspector approved by Fauquier County as a Third Party Inspector for an approved agency. All training records must be made available to the Building Official on this form within 7 working days upon written request.

## **Glossary of Continuing Education and Training Terms and Requirements:**

**Administration Training** – Education in the internal workings of a building department. This includes training on permit processing and tracking, budgeting, staffing, supervising, managing and public service issues. Minimum requirement of 12 hours.

**Legal Training** – Education in the aspects of code enforcement affected by, and pertaining to, the legal rights, obligations, liabilities, and immunities of code-enforcement staff, building owners, and contractors. Minimum requirement of 12 hours.

**Technical Training** – Education in aspects of code enforcement relating to the interpretation and enforcement of specific technical requirements as defined in the text of the various model codes. Minimum requirement of 60 hours.

**Mentored Training** – One-on-one education in several aspects of code enforcement, including technical, legal, and administration. A common mentoring technique involves a senior field inspector accompanying a junior field inspector to provide construction-site instruction on specific issues and conditions about performing inspections. Minimum requirement of 12 hours.

## Fauquier County 3<sup>rd</sup> Party Inspector Training Report

Name of Company \_\_\_\_\_ Phone # \_\_\_\_\_ Contact Person \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Employee Name \_\_\_\_\_ Title \_\_\_\_\_

- Full time employee - indicate percent of time working as a code enforcement official \_\_\_\_\_ %  
 Part time employee -indicate the number of hours worked per week \_\_\_\_\_ hours

**Continuing Education & Training (use the previous 12 months or annual compilation - see Glossary):**

Time being trained in the administration of codes \_\_\_\_\_ hours      Time being trained in legal aspect of code enforcement \_\_\_\_\_ hours  
 Time being mentored in the application of codes \_\_\_\_\_ hours      Time being trained in technical aspect of code enforcement \_\_\_\_\_ hours

**Experience:**

Years of experience performing plan reviews \_\_\_\_\_ years      Years of working experience in the construction industry  
 Years of experience conducting field inspections \_\_\_\_\_ years      (excluding work as a code enforcement official) \_\_\_\_\_ years

<input type="checkbox"/> Licensed VA Architect # _____ date exp _____	<input type="checkbox"/> Licensed VA Engineer # _____ date exp _____
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**Responsibilities: (indicate the percentage of time worked and certifications):\_Note-**“A” through” T” plus Administration must equal 100 percent.

**Note-**% of time supervising or field inspectors should be recorded as a plan reviewer or field inspector in items A through T below.

\_\_\_\_\_ % Administration (Building Official only)      \_\_\_\_\_ % Supervise Plan Review      \_\_\_\_\_ % Supervise Field Inspectors

Commercial			Certified By		office use	Residential			Certified By		Office use
			Adopted Code	Other					Adopted Code	Other	
A	%	Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	%	Building inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	%	Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H	%	Electrical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	%	Mechanical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I	%	Mechanical inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	%	Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J	%	Fuel Gas inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	%	Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K	%	Plumbing inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	%	Fuel gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L	%	Fuel gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain "Other" \_\_\_\_\_